WHSFMA Conference
May 11, 2018

WISCONSIN DEPARTMENT OF
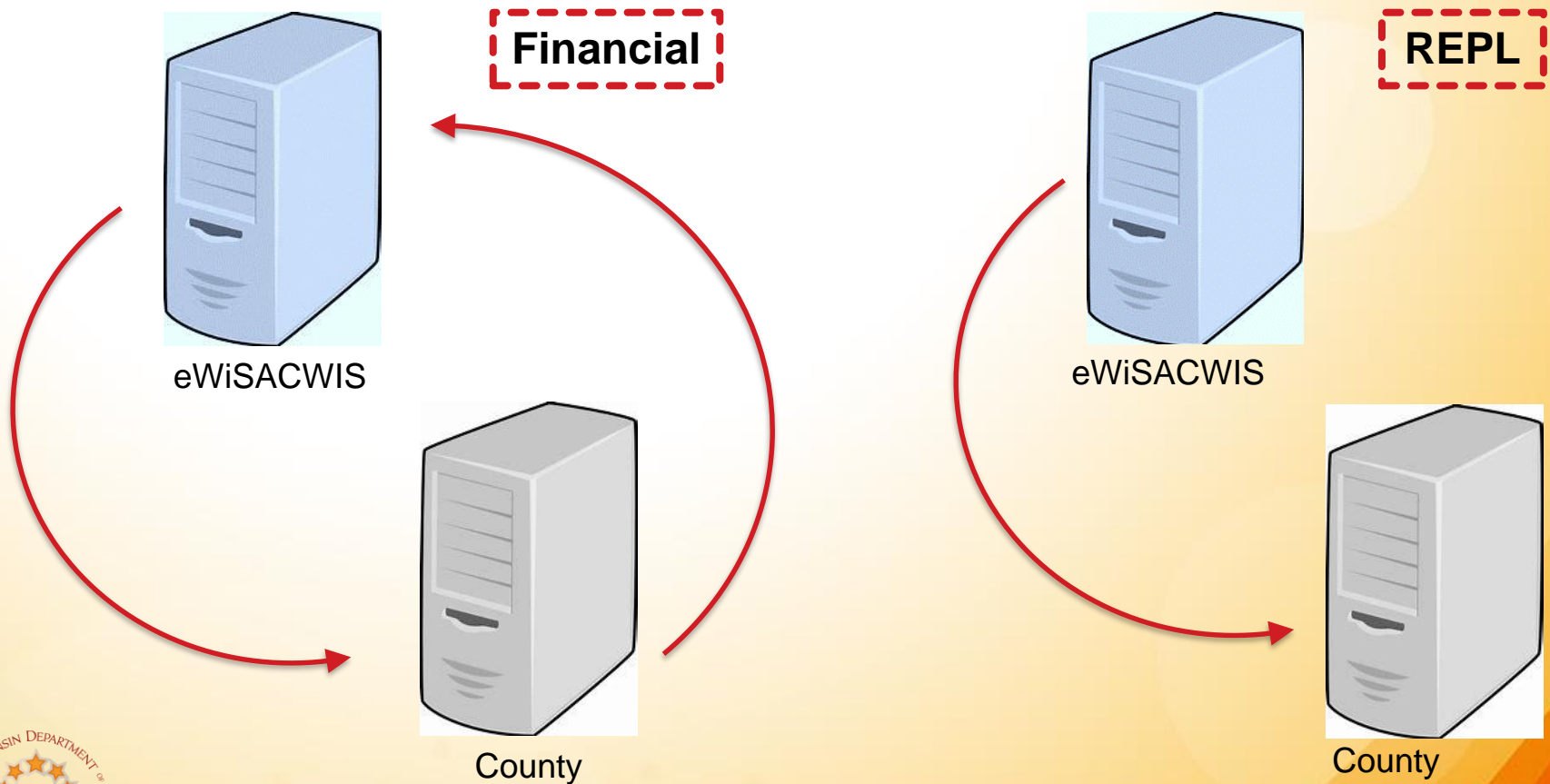**CHILDREN AND FAMILIES**

Agenda

- VPN Replacement
- Trust Accounts
- Overpayments
- In Process Checks
- Resources
- Questions

VPN Replacement

VPN – Virtual Private Network
- Enables users to send and receive data across networks

Financial

REPL

eWiSACWIS

eWiSACWIS

County

County

VPN Replacement

FTP – File Transfer Protocol

- Still enables users to send and receive data across networks, just in a different way

- Improved security, cost savings, less maintenance, industry standard

Counties will be required to make the switch from VPN to FTP

- Email communication forthcoming
    - Proposed schedule
    - Technical details
    - Instructions

Trust Accounts

- Used to document money collected by counties that is applied to the cost of care for a child before claiming federal Title IV-E money

County's Cost of Care	**–**	Refunds	**=**	Amount used in Title IV-E claiming calculations

- Separate from your county's accounting system
- Automatically created when a child first enters a claimable placement
- Remains in eWiSACWIS regardless of the child's placement status

Types of Trust Accounts

- General
    - Main trust account used to offset the cost of care
    - Holds all benefits
    - Account from which the State will gather its reimbursable cost-of-care for the child and county
- Dedicated
    - Used when you get a payment and you're not quite ready to apply it or you're not sure how to break it up
    - Example:

        Lump sum check containing multiple months of payments for SSI or SSA

Benefit Record Tab

eWiSACWIS

Person Information box

Name: Badger, BabyGirl

Child ID: 9225433 SSN Child: 111-22-3333 General Trust Acct #: 9221012

Bank: Ashland Bank - Ashland - General 456789

Current Balance: $1,725.00 Reimbursable Cost of Care: $8,785.13 Total Cost of Care: $11,207.13

| **Benefit Record** | **Ledger** |

Trust Account Benefit Record

Type	Federal ID#	Effct. Date	Benefit Available for:	On Hold	Hold Date	Release Date	
Child Support	- -	01/01/2006	All Outstanding	☐	06/18/2007	00/00/0000	Edit Delete
SSA	- -	01/01/2006	Prior Month	☐	06/18/2007	03/31/2008	Edit Delete
SSI - State	123-45-6789	01/01/2006	All Outstanding	☐	06/18/2007	03/31/2008	Edit Delete

Insert

Options: [▾] **Go**

Save **Close**

Inserting a Benefit Record

Click 'Insert' to add a benefit record

Maintain Benefit Record

Benefit Record Types

- Type of payments the child receives:
  - Child support
  - Parental support
  - SSI – Federal
  - SSI – State
  - SSA
  - Railroad retirees
  - Relinquished adoption assistance
  - Other (CIP, AODA, etc.)
  - Veterans benefits
  - Interest

Child Support

- Set up automatically in eWiSACWIS
- KIDS referral questions on the placement determine if a referral is sent to KIDS (child support)
- Ledger is automatically updated
- Counties are not able to edit the amounts

All Other Benefit Record Types

- Set up manually in eWiSACWIS
- Deposits are entered manually

NOTE:

If the county doesn't get money from any source, they don't need to do anything with the trust account.

Benefit Rules

Each type of benefit carries with it special rules surrounding how that benefit may be used.

Effective Date

Two purposes:

- Documents when that benefit became available for the county to use against their outstanding cost of care
- Used by eWiSACWIS as the earliest date that refunds of that type can be used against the cost of care

Effective Date

Example: A child in your county's care was in placement from January 1 - March 31. You received a lump sum check from SSI for $9,000 on May 1st. The check covers the months of January – March.

Effective date: May 1, 2018

Reimbursable cost of care: $9,000

Refunds from January 2018: $3,000

After MF3: $9,000

Effective date: January 1, 2018

Reimbursable cost of care $9,000

Refunds from January 2018: $3,000

After MF3: $6,000

Ledger Tab

Click 'Create' to enter a transaction

Options Dropdown

Reimbursable Cost of Care vs. Total Cost of Care

The Reimbursable Cost of Care only includes cost of care that is eligible for reimbursement.
- The check the payment is associated with is in Outstanding status (i.e. check number entered).
- The type of cost of care is a IV-E reimbursable cost.

The Total Cost of Care includes both reimbursable and non-reimbursable costs.

Monthly Financial 3 (MF3)

Trust account money is applied to the cost of care when MF3 runs each month

- Is there money in the trust account?

- Based on the rules for the type, can we apply it to cost of care for this month?

- If yes, system will automatically post an adjustment (withdrawal) in the ledger to apply the amount that can be applied and adjust the cost of care accordingly.

Maintaining Non-eWiSACWIS Benefits

- Benefits for children that were never in eWiSACWIS
- In some instances, a child may have bridged the gap between having been in care before eWiSACWIS and having ended their out-of-home care after the county became fiscally live in eWiSACWIS
  - First document trust account benefits, then document non-eWiSACWIS benefits

Maintaining Non-eWiSACWIS Benefits

dcf.wisconsin.gov

Maintaining Non-eWiSACWIS Benefits

- Date Created = prefills with today's date when a new row is inserted and saved

- Facility Type = select the type of facility where the child is/was in placement

- Date App. To = enter the date of cost of care that the refund is going to offset. If unknown, choose the latest date known that the child was in placement.

- WI Facility Name = enter the name of the facility where the child is/was in placement

- WI Service Type = enter the service type for the placement

- Refund Amt. = enter the amount of the refund

- FFP Status = Federal Financial Participation. Select the appropriate status if known.

Trust Accounts FAQ

- Why are reimbursements not offsetting cost of care?
  - The cost of care is not in Outstanding status
  - The benefit record is on hold
  - There is no cost of care for the time period specific to the benefit type
    - Effective date
    - Benefit rules
  - The cost of care is not reimbursable

Trust Accounts FAQ

- Can counties be reimbursed for part of the cost of care for a child that participates in the CLTS Medicaid Waiver Program?
    - Yes, the county can reimburse on the Basic and Supplemental potion of the rate. You may need to request a breakdown from the provider.

Trust Accounts FAQ

- Why is child support not depositing into the trust account?
    - The most common reason is that there is a disconnect in the data between KIDS and eWiSACWIS, typically the child's ID.

Trust Accounts FAQ

- A child is placed in an unpaid placement. The county is continuing to receive benefit payments (e.g. SSI, SSA, Child Support) and the trust account is now over the limit.

    - Because the placement is unpaid, eWiSACWIS does not apply the child's benefits against the cost of care for this placement. If the county is paying for the placement outside of eWiSACWIS, manual withdrawals can be created in the trust account to reflect the payment.

Trust Accounts FAQ

- Are counties allowed to put trust account money into an interest-bearing account?
    - Yes – eWiSACWIS has a function that spreads the interest earned amongst the active trust accounts. This process is done monthly.
        - Spread Interest function → Options dropdown on Bank Account page

Trust Accounts FAQ

- Why did the limit for trust accounts decrease from $2,000 → $1,500 → $1,000 over the years?
  - The amount was reduced over the years to limit the instances of a child going over the $2,000 mark and, therefore, becoming ineligible.
    - Must not exceed:
      - $2,000 to maintain Medicaid eligibility
      - $2,000 to maintain Social Security benefits
      - $10,000 to maintain Title IV-E eligibility
        - Note: This asset limit is for all persons in the AFDC group (usually family members residing in the household).

Trust Accounts FAQ

- What types of things are acceptable spend downs for over-limit general trust accounts?
  - Examples as listed in the Social Security handbook - "A Guide for Representative Payees":
    - Training for the beneficiary
    - Major health-related expenses
    - Other special training programs and school tuition
    - Special clothing needs
    - Home improvements
    - Furniture
    - Other items not a part of the child's "current maintenance" to improve daily living conditions or provide better medical care

Trust Accounts FAQ

- If the child is no longer in the county's care and benefits continue coming in, or if benefits were incorrectly collected, how does the county go about returning the money?

  - Child support – make a connection with child support enforcement personnel at the county level. The county should inform the child support contact that the child is no longer in care or that child support money is incorrectly being funneled to the county. The child support contact should direct the county on the proper way to return the funds.

  - SSI/SSA – complete Termination of Representative Payee form and submit to Social Security Administration. Determine the amount of money that will need to be refunded – both Federal and State.

Trust Accounts FAQ

- Should counties continue collecting child support for arrears cost of care for closed cases?
    - If there are foster care or kinship care arrears due to the county foster care agency or the state, child support continues to collect those arrears until they receive an alert from foster care that the cost of care is paid or unreimbursed assistance balance is zero. If there are arrears, the child support case remains open as an arrears-only case. The current support would be moved to the original case with the court-ordered payee once the foster care or kinship care is closed.

Trust Account Reports

- ADHOC023 – Trust Accounts
- FM04A03 – Overpayments with Trust Accounts
- FM0701b – Trust Account Current Balance Report
- FM0702b – Trust Account Reconciliation Report
- FM0703b – Ending Placements Report
- FM0704b – Trust Account Deposit History Report
- FM0705b – Trust Account Balance for Closed Cases
- FM0706b – Trust Account Drawdown Report
- FM0708a – Monthly KIDS Exception Report
- FM0708b – Monthly KIDS Verification Report

https://dcf.wisconsin.gov/files/cwportal/ewisacwis/allreports.pdf

KIDS Exceptions

- eWiSACWIS receives file from KIDS
- Child support transaction created in the trust account if a match is found
- If a match is not found, an exception is created.

Overpayments

- How generated?
    - Manually by a financial user
    - Automatically by eWiSACWIS
- Critical element in the county's cost of care bottom line
- Need to be monitored closely to ensure accurate IV-E claiming

Example:

Cost of care = $10,000

Overpayment = $1,000

If the overpayment isn't documented, the State will incorrectly claim $10,000 for this child, rather than $9,000.

Overpayments

Overpayments

- Options:
    - Debit the full overpayment from the next check to the provider
    - Debit a partial amount from the next several checks to the provider
    - Settlement for a lesser amount
    - Send to collections
    - Write off
    - Cancel

Overpayments

Overpayments

In Process Checks

- Once a check reaches 'In Process' status, there is an expectation that the check amounts are accurate for the purposes of IV-E claiming

- Can't be cancelled – must move to 'Outstanding' status to maintain

- Need to apply check numbers and dates to the 'In Process' check to move it to 'Outstanding' status so it is available for IV-E claiming
  - 'In Process' is an intermediate step in the process
  - Goal is to move the check to 'Outstanding' status in a timely manner
  - Interface vs. manual entry

Checks & Payments Maint. Question

- Are agencies required to change the disposition for each check from "Outstanding" to "Cleared" once the check has cleared their bank?

  - No – there are several other dispositions a check can have, such as Cleared, Expired, or Redeposited, but these are optional. They are available to the county to use if they wish to be more descript regarding the status of a check, but there is no requirement that a county maintain the disposition of any check beyond Outstanding.

Reminder re: voucher numbers

- Reminder to enter new voucher numbers in eWiSACWIS for the upcoming fiscal year that starts on July 1st

- Required for the check write file to run successfully in July

How to:

- Financial > Checks and Payments > Voucher Numbers
- Select a year (you can set up years in advance)
- Click Continue
- Enter the 'From' and 'To' fields with the numbers set aside for the year. The current number field will automatically prefill.

Erin

Knowledge Web: Financial Page

Knowledge Web: User Guides

Training and Resources

This page contains a wide selection of training materials and resources that are designed to educate eWiSACWIS users and assist in the daily use of the eWiSACWIS application.

eWiSACWIS

About Us **Help Desk**

knowledge web

- Kweb Home
- **Training & Resources**
- Contacts
- Financial
- Policy
- Reporting
- Technical
- eWiSACWIS Access

Search Knowledge We

Videos
User Guides & Manuals
Release Notes
Template Mapping
eWISACWIS Conference

eWiSACWIS User Guides

- Case Work
- Provider Work
- AFCARS
- General Functionality
- Workload Management
- Financial
- eSecurity
- Supervisors
- Placement Documentation Manual

Financial - User Guides

- Checks and Payments Maintenance
- Common Financial Processes
- Electronic Funds Transfer (EFT)
- Extraordinary Payments
- Maintain Service Types by Placement Type
- Pending Release Checks

- Step by step instruction
- Screen shots included
- Guides updated/added with each release

Knowledge Web: Videos

Resource Button

eWiSACWIS Help Desk

Contacts

Policy Questions

- Dave Berndt, DCF Policy and Planning Analyst
  (608) 422-6198, David.Berndt@wisconsin.gov

eWiSACWIS Questions

- Help Desk
  (855) 264-6323, DCFServiceDesk@wisconsin.gov
- Erin Lorang, eWiSACWIS Business Analyst
  (608) 422-6596, ErinA.Lorang@wisconsin.gov

Questions?